PORe
PORTRAITS OF RECOVERY

Job information for: PORe Operations & Finance Manager

Thank you for your interest in this vacancy. Please read this information carefully and email your application to mark.prest@portraitsofrecovery.org.uk

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Job information

Portraits of Recovery (PORe) is looking for a valued colleague to join our small team who will take real responsibility for the way our organisation works. This pack explains the role, our way of working and the qualities and skills we hope you will bring.

This is a varied, hands-on senior management role in a small, close team. You will take ownership of day-to-day operations and finance management, providing our Founding Director and CEO with the confidence and space to focus on artistic and strategic leadership, partnerships and future organisational direction.

You will manage and build on systems and working practices developed over recent years, prioritise the essential day-to-day detail and tasks, provide line-management, support colleagues and turn plans into action. You will need strong operational, analytical and financial management skills, but also curiosity, judgement and a genuine interest in an organisation that works with contemporary art to challenge societal perceptions of substance use and recovery.

How to apply

- A covering letter or statement explaining how you meet the essential criteria, with examples of relevant experience.
- A current CV with referee details. References will be requested at the appropriate stage of recruitment.
- A completed equality monitoring form.
- Due to the number of applications received you will not hear back from us unless invited for interview.

Email applications to: mark.prest@portraitsofrecovery.org.uk

Application deadline: Friday 20th November by 12.00pm

We encourage early applications and will review them as received. We may interview and appoint before the advertised closing date if a suitable candidate is identified, and close the vacancy early.

Notification of interview: No later than Friday 27th November

Planned interview dates: Either Friday 4th or Monday 7th December

Planned start date: by agreement, subject to satisfactory pre-employment checks and notice periods.

We welcome applications from all sections of the community, including people with lived experience of recovery. Please tell us if you require reasonable adjustments to participate in recruitment. Requests for an informal conversation may be sent to the same email address.

Organisation Overview

Portraits of Recovery is a contemporary visual arts charity rooted in lived experience-led leadership, exploring the breadth and complexity of human experience through the distinctive lens of lived experience of substance use and recovery. Through ambitious and outstanding contemporary art, we uniquely advance Recoverism as a cultural force, opening-up new ways of seeing, understanding and representing ourselves and the world around us.

Not tied to a single venue or location, PORe works responsively across communities, cultural institutions and public spaces, building partnerships that extend the reach and impact of our work. Through exhibitions, commissions, events, research and advocacy, we create opportunities for public engagement with recovery narratives that are nuanced, authentic and free from cliché and stereotype.

The philosophy underpinning our work is Recoverism: an inclusive social and cultural movement that recognises the lived experience of recovery as a powerful artistic asset for individuals, communities and society. Inspired by histories of collective action and social change, Recoverism reimagines people's place in the world, positioning Recoverists (person in recovery) as artists, cultural contributors and agents of change.

Through contemporary art, creative participation and public presentation, we empower Recoverists to develop their creative identities, contribute to cultural discourse and shape the world around them. By recognising lived experience as a source of cultural knowledge and artistic insight, we support people to move from passive subjects of discussion to active creators, collaborators and leaders.

By bringing Recoverist perspectives into contemporary art and public life, PORe opens new cultural possibilities: for lived experience to be recognised as artistic knowledge, for recovery identities to be encountered beyond stereotype, and for Recoverists to shape the culture of which they are part.

PORe's award-winning artistic programme has received significant recognition, including the acclaimed 12-month long Recoverist Curators exhibition at the Whitworth and nominations at the Manchester Culture Awards in both 2025 and 2026 and Museum Changes Lives Award 2026. This recognition reflects the quality, ambition and growing profile of our contemporary visual arts practice.

Job Description – PORe Operations & Finance Manager

Job summary.

Working closely with our Founding Director and CEO, you will be a key member of PORe's senior leadership, taking responsibility for the day-to-day running of the organisation while helping turn our new five-year business plan into reality. You will provide the operational leadership, financial oversight and organisational coordination that enables our artistic ambitions to thrive

The postholder will ensure that systems, people, resources and statutory responsibilities are managed effectively. This will enable the Director and CEO to concentrate on PORe's artistic vision, strategic development and external relationships. The work is varied: from the detail of a reconciliation to staff support, board information, funder returns and helping colleagues deliver agreed plans. It requires confident ownership and sound judgement, not an expectation that the CEO will supervise every decision.

How we work

PORe is a small, close team with an informal and collaborative culture. We respect one another's different responsibilities and value people who are open, caring, respectful and inclusive. We work with artists, Recoverists (people in recovery) and cultural partners to challenge perceptions. We need someone who shares that commitment, is comfortable learning as they go and knows when to seek advice. Specialist experience of contemporary art or addiction recovery is not essential; curiosity is, along with a desire for societal good and change.

The person we are looking for

You will be well rounded and grounded, enjoy making an organisation work, function well. You may be dealing with accounts and cash flow in the morning, helping a colleague through a practical problem later, and preparing information for trustees or funders before the week is out. You will be comfortable wearing different hats, keeping sight of the bigger picture, having an eye on the next steps and paying attention to the detail.

Job structure

Hours:	35 hours per week which occasionally might be anti-social hours as required
Salary:	£35,000 per annum.
Tenure:	Permanent contract with an initial 3-month probation period which if required may be extended.
Reporting to:	PORe's Director & CEO.
Directly Line Manage:	Currently up-to three posts
Location:	PORe office, Beehive Mill, Jersey Street, Manchester M4 6JG; primarily office-based with flexible home working by agreement and occasional activity across Greater Manchester.

Core duties

Leadership and delivery of agreed plans

- Take ownership of the day-to-day running of PORe, making timely decisions within agreed responsibilities, keeping an overview of organisational commitments and escalating material risks appropriately. Act as a trusted operational counterpart to the Director and CEO; deputise on agreed organisational matters.
- Translate the agreed Business Plan, annual operating priorities and relevant funding commitments into action plans, responsible owners, budgets, milestones, monitoring and reports; coordinate delivery without independently rewriting organisational strategy.
- Maintain and improve the financial, reporting, data and operational systems already in place. Understand how and why they work before proposing proportionate improvements; support continuity of knowledge and records.
- Keep the Director and CEO and trustees timely and appropriately informed, offering clear advice and constructive challenge while respecting the organisation's informal, collaborative working culture. Solution and not problem focused.

People and organisational management

- Act as the central point of coordination for PORe's staff team, internal operations, ensuring effective communication, clear responsibilities and productive working relationships between staff, trustees, consultants, stakeholders and external partners.
- Line manage organisational and other additional staff as the organisation grows.
- Apply HR, equality, diversity, inclusion and anti-racism policies consistently, seeking professional advice where required.
- Coordinate recruitment, induction, contracting, staff development and performance management with the Director and CEO.
- Take responsibility for the organisation's operational infrastructure and communications, including office arrangements, IT and digital systems, procurement, supplier relationships, contracts, records, data collection and administrative processes.
- Identify and resolve day-to-day operational challenges, exercising independent judgement and initiative while recognising matters that require consultation, specialist advice or escalation.
- Review and improve established working practices, ensuring that systems remain proportionate, effective and appropriate to PORe's developing needs, without introducing unnecessary complexity.
- Support the operational planning and delivery of PORe's artistic programme, ensuring practical arrangements, staffing, budgets, contractual commitments and organisational resources are coordinated with those responsible for artistic delivery.

Financial planning, management and reporting

- Manage PORe's day-to-day financial records/invoices, liaise with external book-keeping agency, including accurate transactions, purchase and payment records, bank reconciliations, accounting software and financial sign-off controls.

- Prepare and monitor organisational and project budgets, income projections and cash flow forecasts; investigate discrepancies and recommend corrective action.
- Produce timely and accurate monthly or quarterly management information, management accounts support, forecasts, funder returns and board financial reports, investigating and explaining variances.
- Oversee financial authorisations, restricted and unrestricted funding records and contractual financial commitments.
- Work with the Director and CEO to assemble realistic budgets, financial and impact evidence, grant applications and funding reports.
- Maintain current knowledge of relevant organisational, financial and regulatory requirements.
- Liaise with external accountants, bookkeepers and payroll providers, coordinating year-end accounts, HMRC related information and other statutory submissions as appropriate.

Governance, risk and compliance

- Support effective Board governance, including board meeting papers, accurate minutes and actions, trustee induction and recruitment, the planned trustee skills review and establishment of a Finance and HR sub-committee where approved.
- Maintain the organisational risk register, policies, procedures and compliance timetable, ensuring appropriate escalation and board review.
- Oversee insurance, health and safety, safeguarding arrangements, data protection, business continuity and digital security, obtaining specialist advice where needed.
- Ensure core and other funding agreement conditions and reporting deadlines are monitored and met.

Digital strategy, data and partnerships

- Understand and manage the digital needs of a small charity such as Microsoft Office 365 enviroment.
- Work alongside the Director and CEO to implement the recommendations of the commissioned digital marketing and audience development strategy, coordinating agreed resources, contractors, operational changes, potential staff recruitment and performance monitoring.
- Coordinate digital suppliers or marketing personnel where appointed, without assuming responsibility for specialist creative or marketing strategy.
- Maintain and improve the established, proportionate approach to quantitative and qualitative data collection, including audience and participant feedback, monitoring, evaluation and funder reporting; coordinate data quality and responsible use of feedback.
- Support the operational and contractual requirements of PORe's expanding cultural and recovery-sector partnerships, ensuring responsibilities, resources, safeguarding and reporting are appropriately coordinated.
- Implement environmental responsibility actions within procurement, office practice and programme logistics, in line with agreed organisational commitments.

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Person specification

Essential: qualifications and knowledge

- Relevant professional or equivalent practical experience demonstrating capability in financial and operational management; no specific degree is required.
- Working knowledge of budgets, financial controls, cash flow and management reporting.
- Understanding of charity governance, funder compliance, employment practices, safeguarding, health and safety, data protection and organisational risk.

Essential: experience

- Substantial hands-on responsibility for accounting records, transaction processing, bank reconciliations, financial software, financial controls and preparing reliable management information, rather than only receiving reports prepared by others.
- Budget preparation and monitoring, with responsibility for identifying and addressing financial variances.
- Evidence of independently managing day-to-day operations, maintaining organisational oversight and putting agreed plans or commissioned recommendations into practice.
- Line management, including recruitment, staff support and performance development.
- Evidence of managing funder, contractual or regulatory obligations, monitoring deadlines and producing dependable records and reports.
- Experience of working constructively with senior colleagues, staff, range of external partners and professional advisers; exercising judgement independently while knowing when to consult and ask for help.

Essential: skills and approach

- Strong Excel and Microsoft Office 365 skills, together with confidence in accounting and digital record-keeping systems.
- Ability to explain financial and operational issues clearly in writing and verbally, including to non-specialists.
- Practical judgement, care with detail, openness to learning and feedback, confidence to ask questions, and the ability to challenge constructively without becoming defensive.
- Genuine interest in PORe's contemporary visual arts purpose, Recoverism and its commitment to challenging stigma. Specialist knowledge of contemporary art or addiction recovery is not required, but curiosity and respect for the work are essential.
- Commitment to inclusive working, confidentiality, safeguarding and environmental responsibility.
- Ability to travel within Greater Manchester and work occasional agreed out-of-hours sessions.

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Desirable

- A relevant qualification in finance, business, management or administration.
- Experience in the voluntary, charity, community, social justice or publicly funded sectors, including working with trustees or governance arrangements.
- Knowledge of contemporary art practice, arts & cultural sector, substance use recovery or similar.
- Experience of QuickBooks or comparable accounting software.
- Experience coordinating external contractors, digital marketing implementation or organisational digital improvements.
- Experience contributing financial and organisational information to fundraising bids and managing new partnership arrangements.
- An understanding and experience of social media and website intergartion